

POLICY MANUAL

Subject: Patient Request to Amend Record **Effective Date:** 4/1/05

Initiated By: Cinde Stewart Freeman
Chief Quality Officer

Approved By: Timothy A. Tull
Chief Financial/Information Officer
HIPAA Privacy Officer

Review Dates: 03/09 BLA, 03/10 RJ, 11/13 SGDF **Revision Dates:** 12/08 RJ/DNF, 01/12 DNF
11/14 SG

POLICY: Cumberland Heights complied with the HIPAA rules and regulations, as well as with 42 CFR, regarding a patient's request to amend their medical record. To ensure an orderly processing and review of patient requests, the following procedures have been developed.

PROCEDURE:

1. When a patient states that there is an error in their record and wants to have it changed, the patient is directed to Medical Records to complete a Request to Amend Record. Cumberland Heights then has 60 days to respond.
2. The Request to Amend Record is forwarded to the Medical Records Supervisor who consults with the Program Director, and Quality Management Director. An investigation is done to determine whether or not the record is in error and should be amended.
3. The decision is written on the Request to Amend Record form by the Medical Records Supervisor.
4. The patient is informed of the decision by the Medical Records Supervisor.
5. The patient's Request to Amend Record is scanned into the record.
6. If an amendment is to be made to the record, it is done by the Program Director and/or Quality Management Director and is documented as a progress note. The note is marked "Amendment."
7. The original content of the patient record is not altered so as to maintain the legal credibility of the medical record. The original content, the request, and the amendment if granted will stand together as part of the permanent medical record.